



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 9/21/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV 16 1972 319 NOV 21 1972									
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning & Programming - Statewide Planning No. 2 Capitol Square - Room 366 Atlanta, Georgia										
4. Person to Contact Bob Moore		5. Working Title Environmental Plan. II									
		6. Tel. No. 5335									
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.</div><div><input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.</div></div>											
8. Earliest & Latest Dates of Series 1969 - To Date		9. Exact Series Title Transportation Environmental Impact Statement File									
10. What is the function of the office in which this record series is created To develop a statewide multi-modal transportation plan in conjunction with the development of a national transportation study. The national study will relate the transportation systems within the State to the national transportation network. To develop transportation plans for the highway systems of non urban areas. This includes those areas with populations less than 5,000 and rural areas. To develop socio-economic and environmental impact studies for proposed highway projects in rural and urban areas.											
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): The record series consists of: an environmental statement distribution list, location study report, location inspection report, maps, draft environmental impact statement and final environmental impact statement. The series is filed alphabetically by county and by project number within each county.											
ATTACH SAMPLES OF THE FILE											
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION								
Letter-size File Drawers	3	4.5	Floor Space Occupied (Square Feet)								
Legal-size File Drawers											
			AVERAGE DAILY REFERENCES								
			<div style="display: flex; justify-content: space-between;"><div>No. of Drawers 1</div><div>Cu. Ft. of Records 1.5</div></div>								
			<div style="display: flex; justify-content: space-between;"><div>In Office(s) 6</div><div>In Storage Area(s)</div></div>								
			<table border="1" style="width:100%; border-collapse: collapse;"><tr><td style="width:25%;">This Year's</td><td style="width:25%;">Last Year's</td><td style="width:25%;">Preceding Year's</td><td style="width:25%;">All Prior Year's</td></tr><tr><td>10</td><td>2</td><td>--</td><td>--</td></tr></table>	This Year's	Last Year's	Preceding Year's	All Prior Year's	10	2	--	--
This Year's	Last Year's	Preceding Year's	All Prior Year's								
10	2	--	--								

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain
See attached page for explanation of yes answers.

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☒ [x] ☐ []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [x] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [x] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [x] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)
Federal regulation PPM 30-9 states that planning project files must be retained 3 years after FHWA final payment of the project.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
- ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [x] Other FHWA final payment of project. then:

Place in inactive file upon final FHWA payment of the project. Cut off inactive file on 1 July of each year. Transfer to State Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series				Records Management Officer <i>M. B. B. B.</i>	Date <i>10/12/72</i>
26. Recommendations	<input type="checkbox"/> [] Approved	<input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date	<i>10-13-72</i>
in Paragraph	<input checked="" type="checkbox"/> [x] Approved	<input type="checkbox"/> [] Disapproved	Department of Audits/Designee	Date	<i>11-17-72</i>
25 are:	<input checked="" type="checkbox"/> [x] Approved	<input type="checkbox"/> [] Disapproved	Secretary of State/Designee	Date	<i>11-17-72</i>
	<input checked="" type="checkbox"/> [x] Approved	<input type="checkbox"/> [] Disapproved	Department of Law/Designee	Date	<i>11-22-72</i>